

Labor and Industries
Facilities Services
PO Box 44837
Olympia WA 98504-4837

Located at:
7273 Linderson Way SW
Tumwater 98501
I-5 Exit 101



L&I FACILITY USE APPLICATION & AGREEMENT FOR GOVERNMENT AGENCIES

PHONE (360) 902-5804

FAX (360) 902-5805

L&I EMPLOYEES RESERVING FACILITIES SHALL FOLLOW INSTRUCTIONS ON PAGE 3.

Name of agency					
Mailing address or mail stop			City	State	ZIP + 4
Contact person				Phone number	
Meeting date	Scheduling exception requested <input type="checkbox"/> Yes <input type="checkbox"/> No	Time meeting scheduled <input type="checkbox"/> AM <input type="checkbox"/> PM	Requesting <input type="checkbox"/> Conference Room <input type="checkbox"/> Site	Required access time	
Departure time (event must end before 9pm)		Type of activity			Estimated attendance

- **GROUPS OF 75 OR MORE WILL PARK IN THE SOUTHWEST EMPLOYEE PARKING AREA.**
- If dropping off equipment for a meeting or training, please use the unloading area at the rear of building (accessible from the WEST employee parking lot).
- Parking is not allowed at the main Rotunda entrance for loading or unloading equipment at any time.
- Carpooling is highly recommended!

Please note:

- **Labor and Industries (L&I) has priority for all conference rooms located in the South Wing. L&I may cancel an existing reservation to accommodate Department business. If the requestor's reservation is canceled, they will be notified by Facilities Services personnel by phone as soon as possible.**
- WSP will lock main entrance doors at 6:30 p.m.
- Access for users is limited to no earlier than 7:00 a.m. unless there is an extraordinary need. A request for earlier access must be submitted in writing for approval by the Assistant Director for Administrative Services. (See page 3 of this form).
- Facilities Services provides set-up support for the **auditorium only**.
- Requesters are responsible for set-up for all other conference rooms. The rooms contain tables and chairs for the capacity of the room.
- Use of the facility is limited to the 1st and 2nd floors of the South Wing.
- Any unauthorized person in a restricted area will be advised by Security to return to the South Wing.
- During evening events, smokers may use the 2nd floor terrace adjacent to the employee break room.
- Facilities Services will be notified of any individual's misconduct. This may affect their group's future use of the facility.

THE EVENT SPONSORS ARE RESPONSIBLE FOR THE FOLLOWING:

- General clean up of the room after the event,
- The entry and exit of all group members from the building
- The event sponsor must allow setup time for the event. Setup time will not start prior to 7:00 a.m. unless there is an extraordinary need.
- The event sponsor may be charged for damage beyond normal wear and tear.
- Requester must supply any equipment needed in the auditorium not listed on the following auditorium equipment set-up checklist, e.g. flip charts, markers, tape, etc. Please remember to take the items you brought with you upon departure. The Department of Labor and Industries is not responsible for abandoned material and equipment.
- For conference rooms other than auditorium, you are responsible for returning room to the layout shown on wall plan. Please note: *Failure to comply with these requirements could affect your ability to reserve the facilities in the future.*
- Catering services can be arranged by contacting Roy Gappert at L&I Cafeteria - 902-6381
- **INFORM ALL ATTENDEES OF L&I PARKING REQUIREMENTS.**

AUDITORIUM EQUIPMENT/SETUP CHECKLIST

Microphones available	Quantity	Equipment available	Tables available
<input type="checkbox"/> Hand held cordless	_____	<input type="checkbox"/> Video Projector	<input type="checkbox"/> Registration
<input type="checkbox"/> Lapel Cordless	_____	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Refreshment
<input type="checkbox"/> Hardware (w/cable)	_____	<input type="checkbox"/> Screen _____	<input type="checkbox"/> Supply
		<input type="checkbox"/> Compact disk	<input type="checkbox"/> Head table
		<input type="checkbox"/> LCD	<input type="checkbox"/> Dial-up modem
Total Microphones needed _____		Podium <input type="checkbox"/> Yes <input type="checkbox"/> No	Room Location? _____

***Please note: Laptop computers are not provided.**

DIAL-UP INTERNET ACCESS IS AVAILABLE FOR OUTSIDE AGENCIES.

Set Up	
<input type="checkbox"/> Theater style	Option 1 – 300 chairs facing front
<input type="checkbox"/> Classroom style	Option 2 – 28 tables/112 chairs
<input type="checkbox"/> Classroom style	Option 3 – 32 tables/128 chairs
<input type="checkbox"/> U shaped style	Option 4 – 12 tables in U/47 chairs outside
<input type="checkbox"/> Hearing style	Option 5 – 3 head table/120 chairs – audience
<input type="checkbox"/> Square style	Option 6 - 12 tables/48 chairs

The undersigned has read and agrees to comply with these terms and conditions. Applicant is responsible for any expenses incurred for repair or replacement attributable to applicant's use of the facility. The Department of Labor and Industries shall be held harmless for any malfunction, injury, liability or property damage arising from applicant's use. Upon receipt of application a decision of approval or non-approval will be made and the contact person will be notified. All participants will observe applicable regulations, rules, and policies.

Scheduling is coordinated with Facilities Services in Administrative Services (360) 902-5804.

- Outside groups may not reserve facilities more than four (4) weeks in advance unless approved by the Assistant Director for Administrative Services.
- Conference rooms may not be reserved for Sundays and holidays unless approved in writing by the Assistant Director for Administrative Services.

Procedure for Scheduling Rooms Outside of (4) Week's in advance or Weekend Scheduling.

- Request Exception to Policy rule 5.04 by memo or letter addressed to the Assistant Director for Administrative Services.
- The exception letter and application should be sent to Facilities Services by fax at (360) 902-5805. It will be reviewed by the Assistant Director for Administrative Services. If the request is denied you will be advised accordingly. Please allow two or three days for a reply from Facilities Services.
- Once request has been approved or denied Facilities Services will contact you. If it has been approved and room is still available you will receive a conformation number for your application and room.
- Requests are processed on a "first come-first serve" basis.

OTHER FACILITIES INFORMATION

Activities that violate state or federal law, pose a potential for the disruption of agency business, are a potential hazard to public safety, create a legal liability or cost to the State or Department, or may damage public property are prohibited in the L&I Tumwater Building or on the grounds.

The user is responsible for incurred costs beyond operating costs and will accept all liability associated with their event or activity.

The following areas have been designated as public access areas:

- Rotunda
- Cafeteria
- Office of Human Resources Reception Area
- Parking Lots
- Library Services

L&I EMPLOYEES RESERVING FACILITIES

Please note: Reserving a facility in your personal calendar in Microsoft Outlook does not reserve the facility! L&I employees reserving facilities in the south wing (*except for s126 and s127*) must use the “plan a meeting” function in Microsoft Outlook.

This is an overview of the “Plan a Meeting” function in Microsoft Outlook. If you have detailed questions, contact the Help Desk or your IS support personnel.

- Add the facility you want to use when planning your meeting.
- Check on the availability of the facility.
- The system will ask if you want it to send a request to the facility for you – select YES.
- You will receive a confirmation e-mail from Facilities Services.

NOTE TO APPLICANT: IF YOU WANT TO REQUEST A SCHEDULE EXCEPTION OR EARLY ACCESS TO SETUP PRIOR TO 7:00 A.M., YOU MUST ATTACH A JUSTIFICATION TO THIS FORM. THE ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES MUST APPROVE EXCEPTIONS.

Complete and return.

FAX to (360) 902-5805

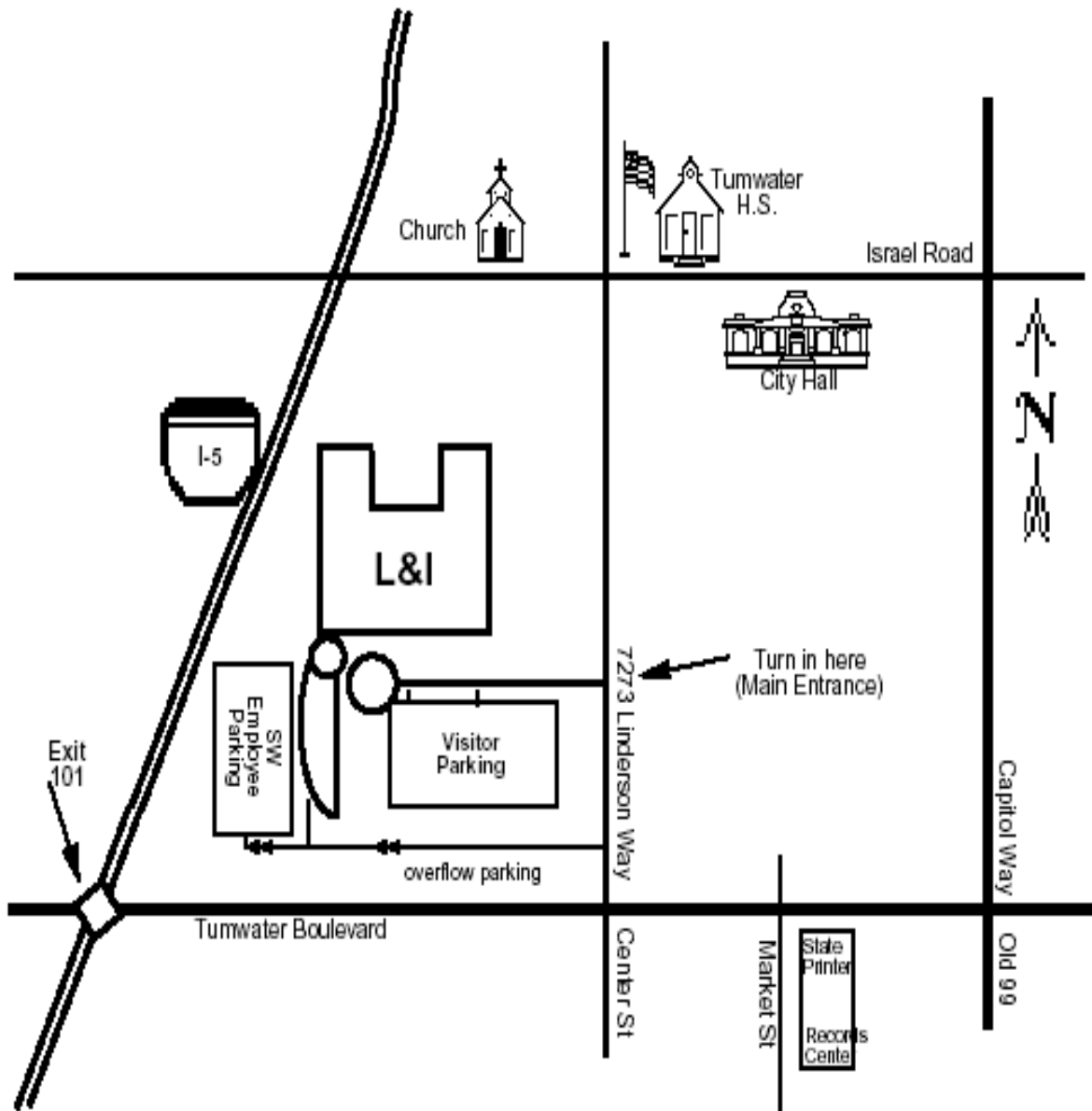
or mail to:

Department of Labor and Industries
Facilities Services
PO Box 44837
Olympia WA 98504-4837

Signature of applicant		Date	
FACILITY USE <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
<input type="checkbox"/> SCHEDULE EXCEPTION JUSTIFICATION ATTACHED <input type="checkbox"/> EARLY ACCESS JUSTIFICATION ATTACHED			
Assistant Director's Signature		Date	
SCHEDULE EXCEPTION		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
EARLY ACCESS		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

Directions to Labor & Industries @ 7273 Linderson Way SW

Note: Groups of 75 or more will park in the southwest employees parking area



Directions to Site:

L&I headquarters building on Linderson Way between Israel Road and Tumwater Boulevard in Tumwater.

South on I-5 to exit 101, Left over freeway, Left at light, Left at large Labor and Industries sign.

or

South on Capitol Way, Right at Israel Road, Left at Linderson Way and Right at big Labor & Industries sign.

Enter at Rotunda